



**Solicitation Information
March 30, 2015**

RFP# 7549448

TITLE: Prison Rape Elimination Act: JAG/VAWA/PEA Reallocation Project

Submission Deadline: April 27, 2015 at 2:30 PM (ET)

PRE-BID/ PROPOSAL CONFERENCE: NO

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov , no later than Friday, April 10, 2015 at 5:00 PM (ET) . Questions should be submitted in a <i>Microsoft Word attachment</i> . Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.
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SURETY REQUIRED: NO

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Gail Walsh
Chief Buyer
Division of Purchases
RI Department of Administration

Applicants must register on line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed three-page R.I.V.I.P. Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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SECTION 1 -- INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Corrections (RIDOC), is soliciting proposals from qualified firms to review and revitalize the adult and juvenile sexual assault prevention education curricula relating to PREA, conduct training specific to inmate education at RIDOC Intake Service Center and Women's Facility, develop and conduct training at RIDOC specific to specialized training: investigations for law enforcement, develop and conduct training for RIDOC specific to prosecution, and develop sex and age specific PREA informational brochures, in accordance with the terms of this Request for Proposals (RFP) and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at www.purchasing.ri.gov.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this LOI will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division of State Purchases.

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7. It is intended that an award pursuant to this LOI will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W-9, downloadable from the Division's website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this LOI will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this LOI.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of State employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090 or Raymond.lambert@doa.ri.gov.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the successful vendor(s).*
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator at (401) 574-8253 or visit the website www.mbe.ri.gov or contact charles.newton@doa.ri.gov.
15. It is the responsibility of the vendor to ensure that all subcontractors meet all Federal and State laws and regulations including Health Insurance Portability & Accountability Act (HIPAA) requirements and that the appropriate business agreements are in place.

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16. The successful offeror may be required to certify to the Rhode Island Department of Corrections that it is in compliance with applicable civil rights laws and regulations. These laws and regulations relate to issues concerning Equal Employment Opportunity (EEO), Limited English Proficiency (LEP), and other anti-discrimination laws. The successful offeror may also be required to prepare an Equal Employment Opportunity Plan. A certification of assurances form will be provided to you upon notification of tentative award. Further information regarding these assurances may be obtained upon request from RI Department of Corrections, Office of Financial Resources (phone: 401-462-2555 or by visiting the U.S. Department of Justice, Office of Justice Programs, Civil Rights website at: <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>

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SECTION 2 -- BACKGROUND AND PURPOSE

BACKGROUND:

Pursuant to Chapter 23 of the General Laws of the State of Rhode Island, the Department of Corrections is authorized to provide a sum not to exceed \$ 55,759.00 for the cost of Prison Rape Elimination Act (PREA) compliance with specified PREA standards.

PREA is a federal law enacted in 2003. PREA was created to eliminate sexual abuse in confinement. Federal funds were provided for research, programs, training and technical assistance to address sexual abuse.

In addition, the legislation mandated the development of national standards. The National Prison Rape Elimination Act Commission developed recommended national standards for reducing prison rape. The final standards became effective on June 20, 2012 when they were published by the Department of Justice. PREA standards were developed to help confinement facilities to prevent, detect and respond to sexual abuse and harassment of inmates.

The overall goal of this solicitation is to reduce the incidence of sexual victimization and promote zero tolerance culture for sexual violence at the Rhode Island Department of Corrections and the Rhode Island Training School for Youths.

The Rhode Island Department of Corrections has made strides reviewing and revising its policies and procedures to comply with the Prison Rape Elimination Act (PREA) standards. However, there are some deficient key components that have been identified and are in need of remediation.

RIDOC currently administers a short informational PREA video at the time of commitment to all new inmates. However, according to PREA standard 115.33, RIDOC is not in full compliance as the inmate educational offerings are not current with the information solidified in the Final Rule. Similarly, the Rhode Island Training School for Youth (RITSY) does not fully comply with PREA standard 115.333 Resident Education.

Currently, the RIDOC lacks an agency to provide comprehensive education to inmates in person regarding their right to be free from sexual abuse and sexual harassment and to be free from retaliation for reporting such incidents, and agency policy and procedure for responding to such incidents.

The RIDOC lacks an up to date informational brochure and signage that is compliant with PREA standard 115.33 relating to inmate education.

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The RIDOC lacks a training curriculum for Rhode Island State Police, RIDOC Special Investigation Unit and Office of Inspectors that allows for focus on Specialized Training: Investigations (PREA standard 115.34). Additionally, the RIDOC lacks a training curriculum that focuses on a coordinated response through a Sexual Assault Response Team (PREA standard 115.65)

Specific Requirements:

The contract is for a one year time period for a single vendor.

The selected vendor shall demonstrate experience and knowledge of the Prison Rape Elimination Act.

The selected vendor shall demonstrate experience in developing and delivering training curricula that is specific to Prison Rape Elimination Act and/or experience in developing training curricula that is specific to victimization relating to sexual assault and abusive sexual contact

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SECTION 3 -- SCOPE OF WORK

REQUIREMENTS:

General Scope of Work: Reduce the incidence of sexual victimization and promote zero tolerance culture for sexual violence at the Rhode Island Department of Corrections and Rhode Island Training School for Youth by addressing specified PREA standards that each agency is seeking to come into compliance with.

Specific Activities / Tasks:

Develop education curricula for male and female inmates at the RIDOC to be in compliance with PREA standard 115.33

Develop education curricula for adjudicated juveniles at the Rhode Island Training School for Youths to be in compliance with PREA standard 115.333

Conduct presentations of adult and female inmate's education criteria at RIDOC Intake Service Center and Women's facility.

Develop and print four sex and age specific PREA informational brochures to provide inmates and adjudicated juveniles at PREA education sessions (English and Spanish).

Develop education curriculum for the RIDOC that is specific to law enforcement with emphasis on training Rhode Island State Police, RIDOC Special Investigation Unit, and RIDOC Office of Inspectors, compliant with PREA standard 115.34

Conduct training that is specific to law enforcement to Rhode Island State Police, RIDOC Special Investigation Unit and RIDOC Office of Inspectors.

Development of education curricula for the RIDOC that is specific to prosecution with emphasis on a coordinated response to sexual abuse and sexual harassment that is compliant with PREA standard 115.65.

Deliverables:

Existence of updated education curricula for male and female inmates that is compliant with PREA standard 115.33.

Existence of updated education curricula for male and female residents at the Rhode Island Training School for Youths that is compliant with PREA standard 115.333.

The number of adult male and female inmates receiving PREA compliant inmate education training at the RIDOC as evidenced by the percentage of commitments receiving training during the project period.

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Existence of PREA educational brochures for inmates and adjudicated juveniles at PREA education sessions.

Existence of training curricula that is specific to law enforcement with emphasis on Rhode Island State Police, RIDOC Special Investigation Unit and RIDOC Office of Inspectors.

The number of law enforcement staff trained with emphasis on Rhode Island State Police, RIDOC Special Investigation Unit and RIDOC Office of Inspectors.

Existence of training curricula that is specific to prosecutors with emphasis on a coordinated response and compliant with PREA standard 115.65.

The number of prosecutors trained with emphasis on a coordinated response and compliance with PREA standard 115.65.

RIDOC Responsibilities:

The RIDOC PREA Coordinator shall serve as Project Manager (Associate Director Planning and Research).

The RIDOC PREA Coordinator shall forward all relevant RIDOC Policies and Procedures that are specific to PREA specified standard associated with this solicitation

The RIDOC PREA Coordinator shall provide all relevant documentation relating to compliance with Prison Rape Elimination Act that includes PREA standards and PREA Pre Audit Questionnaire.

The RIDOC PREA Coordinator and PREA Compliance Managers of Intake Service Center and Women's Facility shall coordinate site visits to conduct educational classes as well as training.

Contractor Responsibilities:

The contractor shall provide all associated clerical work and all tasks associated with Scope of Work and Deliverables.

Security Requirement: Employees of contractors who must gain entrance into correctional facilities are subject to police record checks; the Department of Corrections retains the right to refuse entrance to contractor employees with felony convictions. Access to correctional facilities also requires adherence to rigid security rules as far as property search, contact with inmates, etc.

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SECTION 4 -- TECHNICAL PROPOSAL

Narrative & format: *The separate technical proposal should address specifically each of the required elements:*

1. **Staff Qualifications** –Provide staff resumes / core values and describe qualifications and experience of key staff who will be involved in this project, including their experience in relationship to Prison Rape Elimination Act.
2. **Capability, Capacity, and Qualifications of the Offeror** – Provide a detailed description of the Vendor's experience. A list of relevant client references must be provided, to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided. The vendor
3. **Work Plan** –Describe in detail, the framework within which requested services will be performed consistent with General Scope of Work and Specific Tasks and Responsibilities.
4. **Approach/Methodology** –Define the methodology and procedures to be used.

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SECTION 5 -- COST PROPOSAL

Detailed Budget and Budget Narrative: Provide a proposal for fees charged reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project. Explain the basis and rationale of your fee structure. Alternative fee schedule proposals will be considered; however, you must provide an understandable fee structure and explain the benefits of the alternative approach.

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SECTION 6 -- EVALUATION AND SELECTION

Proposals will be reviewed and scored by a Technical Review Committee comprised of staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 (85.7%) out of a maximum of 70 technical points. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or more will be evaluated for cost and assigned up to a maximum of 30 points in that category, bringing the potential maximum score to 100 points.

The Department of Corrections reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Staff Qualifications	15 Points
Capability, Capacity, and Qualifications of the Offeror	25 Points
Quality of the Work plan	15 Points
Suitability of Approach/Methodology	15 Points
Total Possible Technical Points	70 Points
Cost [calculated as (lowest responsive cost proposal) divided by (this cost proposal) times 30 points]	30 Points
Total Possible Points	100 Points

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the Technical Review Committee to clarify statements made in their proposal.

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SECTION 7 -- PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at gail.walsh@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference **RFP #7549448** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 222-3766 or lynda.moore@doit.ri.gov.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses **an original (1) plus four (4) copies** should be mailed or hand-delivered in a sealed envelope marked **"RFP#7549448 PREA: JAG/VAWA/PREA Reallocation Project"** to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the previously referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed or emailed to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses should include the following:

1. A completed and signed three-page R.I.V.I.P generated **bidder certification** cover sheet -- downloaded from the RI Division of Purchases Internet home page at: www.purchasing.ri.gov
2. A completed and signed **W-9** downloaded from the RI Division of Purchases Internet home page at: www.purchasing.ri.gov **Please include with original proposal only.**
3. A **letter of transmittal** signed by the owner, officer, or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this Request, and tendering an offer to the State.
4. A **separate Technical Proposal** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The Technical Proposal is limited to six (6) pages (this excludes any appendices).

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As appropriate, resumes of key staff that will provide services covered by this request.

5. **A separate, signed and sealed *Cost Proposal*** reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
6. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in ***electronic format (CDRom, diskette, or flash drive)***. Microsoft Word / Excel or PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked “original”.

CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.